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and balanced  
voice for business



## Communications Assistant (100%)

The International Organisation of Employers (IOE) is the world's largest private sector network, with more than 150 affiliated employers' organisations. IOE is the sole representative of business in social and employment policy debates taking place in the ILO, across the UN, G20 and other emerging forums.

For the past 100 years, we strive to leverage our unique experience, expertise and advocacy to influence debates on the most pressing issues for business and employers worldwide.

### Description of post

IOE is looking for a **Communications Assistant** in its headquarters in Geneva to support with producing and publishing across its digital platforms together with providing general communications assistance.

Your responsibilities will include:

#### Website assistance:

- Support with publishing content on [ioe-emp.org](http://ioe-emp.org) and Members' Area in English, French and Spanish with guidance from relevant stakeholders and organise mass mailings.
- Ensure the website in the 3 languages and Members' Area reflects high quality, current content by proactively identifying dated or inappropriate content and identifying solutions.
- Monitor and fix broken links or other irregularities on the website.
- Propose content ideas to Director of Communications.
- Provide web publishing support for other websites or projects – i.e. Industrial Relations Newsletter.
- Monitor, assess, and report on website performance reporting issues to Director of Communications.

#### Social media:

- Support social media manager with drafting and posting in English and French on Twitter, Facebook and LinkedIn including preparation of social media cards and short videos.
- Support social media manager with marketing projects ranging from SEO to social media marketing.

#### Other:

- Provide project management support on various offline communications productions – publications, multimedia.

### REQUIRED SKILLS AND EXPERIENCE

#### Education:

First level university degree with 3 to 5 years of professional experience, including internships.

**Experience and skills:**

- Advanced knowledge of TYPO3 with content management systems;
- Experience with creating and posting content to social media platforms;
- Some knowledge of digital marketing;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, database software and tools, etc.);
- French mother tongue with very good spelling and a thorough knowledge of English (Spanish is a plus).

**Competencies:**

- Precision and thoroughness, attention to detail and ability to work under limited supervision;
- Very good organisational and communication skills, flexibility and ability to effectively manage multiple tasks;
- Interest in international relations and the private sector;
- Be a holder of a Swiss or EU residence permit.

**Conditions:**

Start date of the post: 1 January 2021

100%

Duration: CDI

**How to apply:**

Please send a curriculum vitae and a cover letter in English expressing why you are interested in the position to [recruitment@ioe-emp.com](mailto:recruitment@ioe-emp.com) by 22 October 2020.